



DATE/TIME RECEIVED:

**TOWN OF LAKE PARK
SPECIAL EVENTS DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION**

For Events being held on Town Property, Town services may be requested for an additional fee(s). Please schedule a pre-submittal meeting with the Special Events Director at least 60 days in advance of your event by calling 561-881-3300 Ext. 360.

***This Application must be completed and submitted by the Event Organizer
("Applicant")***

If this Event requires a Town facility rental, please contact our Special Events Department at 561-840-0160 regarding the completion of the Facility Usage Application PRIOR to submitting this application.

Instructions:

This **completed** Special Event Permit Application and **all** relevant attachments must be submitted to the Community Development Department not less than twenty-one **(21) calendar days** prior to the date of the proposed Event.

For events being proposed wholly or partially on Town Property, the deadline to submit is sixty **(60) calendar days** prior to the date of the proposed Event.

Application Fee Due and Payable Upon Submittal: \$100.00 (\$50.00 for individuals or Non-profit organizations). *Note: Application Fees are Non-Refundable.*

Non-Profit IRS Tax Identification Number (required if Applicant is a non-profit):

(If applicable)

Name of Applicant (i.e. Event Organizer):

Name of Event:

Address/Location of Event:

Are you interested in sponsorship from the Town of Lake Park? Yes _____ No _____

Dates/Times of the event (as applicable):

	Date	Day	Begin Time	End Time
Event Day 1	_____	_____	_____ () AM () PM	_____ () AM () PM
Event Day 2	_____	_____	_____ () AM () PM	_____ () AM () PM
Event Day 3	_____	_____	_____ () AM () PM	_____ () AM () PM
Event Day 4	_____	_____	_____ () AM () PM	_____ () AM () PM
Event Day 5	_____	_____	_____ () AM () PM	_____ () AM () PM
Event Day 6	_____	_____	_____ () AM () PM	_____ () AM () PM

Additional Applicant Information:

Name: _____

Address: _____

State/Zip _____

CONTACT PHONE: _____

Alternate Phone # _____

Fax: _____

E-mail: _____

Description and Purpose of the Event

Estimated number of participants? _____

Has this event ever occurred in the Town of Lake Park? Yes ____ No ____

Has this site had a Special Event Permit this calendar year? Yes ____ No ____

Will there be an admission fee for the Event? *If yes, how much?* Yes ____ (\$____) No ____

****THE FOLLOWING SECTIONS MAY NOT APPLY TO
NON-COMMERCIAL EVENTS****

Will your event require road closure?

Yes ____ No ____

If YES, describe the requested street segment closure and time and provide a Traffic Circulation Plan prepared by a Traffic Engineer, including a detour signage plan. You are responsible for notifying affected businesses/entities, including Palm Tran, regarding affected routes: _____

(Initial to acknowledge statement)

EVENT COMPONENTS (Check the items that will be associated with your event.)

- ____ Road closure
- ____ Electric service hook-up required
- ____ Water service hook-up required
- ____ Sidewalks blocked
- ____ Municipal park(s) prepared
- ____ Booths or other temporary structures
- ____ Parking lots to be partially or completely closed
- ____ Food Vendors
- ____ Town litter pick-up or street sweeping
- ____ Tents (if yes, describe type and size _____)
- ____ Barricades ordered
- ____ Alcohol served
- ____ Security/Law Enforcement
- ____ Music, bands, DJ
- ____ Rides or other amusements
- ____ Animals
- ____ Fireworks
- ____ Bleachers
- ____ Designated parking area
- ____ Town Restroom (if yes, please describe _____)
- ____ Portable Restrooms (if yes, please describe _____)
- ____ Dumpsters/Trash Receptacles
- ____ Portable stage
- ____ Other (e.g., bounce house, etc.)

EVENT VENDOR(S) LIST ALL NAMES (identify which ones are food trucks)

_____	_____
_____	_____
_____	_____
_____	_____

Will the event require the use of electricity? Yes ____ No ____

Will the event require water hook-up? Yes ____ No ____

*Will food and/or beverages be served? Yes ____ No ____

*Will the event have vendors or concession sales, including food? Yes ____ No ____

****If the answer to the above question is YES, the Applicant/Event Organizer is responsible for securing all respective Palm Beach County and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses.***

WILL THE EVENT INCLUDE FOOD TRUCKS? Yes ____ No ____

****If the answer to the above question is YES, the Applicant/Event Organizer must ensure all food trucks have the proper State license and PBC Business Tax Receipt, and provide copies to the Town with the initial submittal of this Application (or at the very latest 14 calendar days in advance of the event).***

For events on Town property, Applicants must also provide to the Town a Certificate of Insurance issued no more than thirty (30) days prior to the date of the event and naming the Town of Lake Park (and the CRA, if the event is taking place within the CRA area) as certificate holder and an additional insured with respect to commercial general liability. The required limits are \$1 million per occurrence and \$2 million aggregate. \$100,000 damage to rented premises must also be provided.

Applicants who are found to have attempted to circumvent this requirement by using another person/entity for the purposes of obtaining the required insurance coverage shall be barred from obtaining another special event permit within the Town for three years.

(Applicant initial to acknowledge statement)

The Applicant holds full responsibility and liability for its vendors.

(Initial to acknowledge statement)

**Will alcoholic beverages be served? Yes ____ No ____

*****If the answer to the above question is YES, additional liquor legal liability insurance usual to the insured's operations with a \$1million limit must be included on the Certificate of Insurance.***

***Are you proposing signage? Yes ____ No ____

******If the answer to the above question is YES, please fill out the Signage Permit Application available in the Community Development Department. An additional \$100.00 application fee is required for this signage application. This application will be deemed incomplete if signage is proposed and a signage application is not submitted.***

535 PARK AVENUE, LAKE PARK, FLORIDA • Phone 561-881-3318 • Fax 561-881-3323

Special Event Permit Application

Revised: February 2022

Previous Editions Obsolete

Will the event have an official "Flyer" and/or promotional materials? Yes ____ No ____
If yes, please provide a copy of the "Flyer".

Please provide a sketch of the Special Event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc. OR provide an attachment:

NOTE: Public parking spaces are on a first-come, first-serve basis, and may be metered depending on where your event is being held.

IF TENTS ARE BEING UTILIZED:

MAXIMUM ALLOWABLE TENT SIZE IS 35' X 45'.

For ALL tents larger than 10 ft. x 10 ft. (pop-up style), a *Certificate of Flame Resistance* is required and must accompany this Special Event Permit Application.

(All requirements imposed by any of the reviewing entities below, will be communicated to the Applicant early-on and must be secured no later than 14 calendar days in advance of the event, with verification provided to the Town prior to the issuance of the Special Events permit)

(FOR OFFICE USE ONLY)
SIGNATURES/APPROVALS:

Please Sign and Date

SPECIAL EVENTS DIRECTOR: *(If applicable)*

 DATE: _____

PUBLIC WORKS DIRECTOR:

 DATE: _____

MARINA DIRECTOR: *(If applicable)*

 DATE: _____

PALM BEACH COUNTY SHERIFF:

 DATE: _____

PALM BEACH COUNTY FIRE-RESCUE:

 DATE: _____

RISK MANAGEMENT: *(If applicable)*

 DATE: _____

ADA Requirements

Insurance
Requirements

COMMUNITY DEVELOPMENT DIRECTOR (a copy will be provided to the Code Officer if on duty):

 DATE: _____

Additional Comments (reviewers may include attachments):

APPLICANT SIGNATURE: _____

APPLICANT PRINTED NAME: _____ **DATE:** _____

PROPERTY OWNER: *(If Property Owner is not the Applicant)*

_____ **DATE:** _____

PROPERTY OWNER PRINTED NAME:

_____ **DATE:** _____